

IM BOARD MEETING SUMMARY

September 27, 2001

Meeting Agenda

10:00 - 10:05 Review Agenda and Action Items (Griffin)

10:05 - 10:40 Reports to IM Board (Talamini, Alleva/Stodolsky, Hughes, Dilworth, Griffin, Toy)

10:40 - 11:00 Misc IM in DOE & SC (Yockman)

11:00 - 11:10 Follow-up on In-House Conferencing Need (Griffin)

11:10 - 11:15 Vote: Should SC-65 provide homepage redesign support as a service?

Decision: The IM Board meets the last Thursday of each month. This may need to change to enable all members to attend. To when? (Valdez)

11:15 - 11:30 IMSC Review (Rasar)

Meeting Attendees

Name	Role	Organization	Contact #	Attendance
Valdez	Chair	SC-5	6-9942	Local
Riches	Member	SC-70	3-3264	Local
Griffin	Exec. Sec.	SC-65	3-4556	Local
Alleva	Member	SC-64	3-3512	Local
Battison	Attendee	OR	865-576-0633	Phone
Beall	Attendee	SC-65	3-4587	Local
Burks	Member Backup	OAK	510-637-1738	Phone
Dilworth	Member	SC-17	3-2873	Local
Forsythe	Attendee	SC-65	3-6409	Local
Frietsch	Member Backup	CH	630-252-2178	Phone
Hicks	Ex Officio Member	OR	865-576-1113	Phone
Hughes	Attendee	SC-65	3-5409	Local
Kruse	Attendee	SC-65	3-6592	Local
Nay	Security Advisor	SC-80	3-6576	Local
Oyler	Attendee	SC-22	3-6394	Local
Rasar	Attendee	SC-62	3-9617	Local
Scott	Member	SC-31	3-6368	Local
Stodolsky	Member	SC-72	3-4475	Local
Talamini	Member	SC-14	3-4563	Local
Toy	Security Advisor Backup	SC-80	3-9548	Local
Tunks	Attendee	SC-65	N/A	Local
Wells	Attendee	SC-63	3-5590	Local
Wiley	Ex Officio Member	Richland	509-372-4493	Phone
Willis	Member	SC-55	3-4095	Local
Yates	Member	SC-82	3-8435	Local

Meeting Summary

Review agenda and action items (Griffin)

The action items from the August meeting were reviewed:

?? Reschedule to vote: Should SC-65 provide homepage redesign support to SC HQ as a standard service. *On today's agenda.* (Griffin)

- ?? Report back the next IM Board meeting with an approach showing the items required to achieve acceptance of the WSX capability from the users, and the costs to implement them. *On today's agenda.* (Hughes).
- ?? Update the document and present a revised draft to the Board for approval at the next meeting. *On today's agenda.* (Toy)
- ?? Define the requirements of a teleconferencing room, and then provide a cost estimate to the Board. *On today's agenda.* (Griffin)

Reports to IM Board (Talamini, Alleva/Stodolsky, Hughes, Dilworth, Griffin, Toy, Willis/Alleva/Dilworth)

Informational reports on the CIAG, Entrust, and SC IM Performance Measures were all made with no actions.

Gene Hughes reported that an agreement was reached with the budget shop on the functionality to be delivered by the Worksheet Exchange Package. As a result, this project was included in the FY 2002 SC HQ IM budget plan.

Ted Griffin presented the proposed budget plan for FY 2002 for approval by the Board. The budget, which had been approved by the CIAG earlier in the week, contained items that have been added as well as items that have been cut since the SC FY 2002 Strategic IM Plan had been approved. After a line-by line review by Mr. Griffin, Dr. Willis requested that the budget plan also include FY 2001 costs. Bill Nay expressed his concern over the cut in proposed dollars for cyber-security. The Board approved the FY 2002 budget plan and requested that task assignments be written for six-months. Additionally, Bill Nay committed his resources to working with SC-65 to identify cyber-security risks.

Bill Nay provided a Security update. Among the items was the plan to distribute the security "Rules of Behavior" document to users during the Annual Security Briefings in September. Mr. Nay stated that in light of the pending consolidation of IM functions by the CIO, distribution of the document would be delayed.

Miscellaneous IM in DOE & SC (Yockman)

Ted Griffin reported that Dick Yockman was attending a three-day meeting between the Program Offices and the DOE CIO concerning the CIO's IM services centralization proposal. Results of this meeting will be presented at the next IM Board meeting.

Mr. Griffin said that SC-65 developed and distributed guidance for implementation of Section 508 requirements. An SC HQ plan to comply with 508 requirements will be provided at the next IM Board meeting.

Mr. Griffin also reported on FMIS and network performance issues. The FMIS performance issue, which caused the execution of reports to take much longer than normal, was corrected. The network performance issue is still being worked and is SC65's top priority. Upon working with Cisco, Microsoft, Verizon, and Compaq, a

series of actions are being taken to correct the issue. To date, about 55% of the actions have been taken resulting in noticeable improvement in performance. The remaining 45% will be taken over the next two to three weeks.

In-House Conferencing Need (Board)

Ted Griffin reported on the status of gathering Dr. Willis' requirements for an in-house videoconference room, which could then be priced for decision-making purposes. Mr. Griffin reported that Dr. Willis was interviewed on September 10th and that the draft requirements were sent to him for verification. Upon discussion, there was not consensus to proceed with this action.

Vote: Should SC-65 Provide Homepage Redesign Support as a Service?

This issue was brought up for vote. After some discussion, it was agreed that SC65 should provide a one-time homepage redesign service in FY 2002 to those few SC HQ AD organizations that really need it. Ted Griffin will send an email to the IM Board members to ascertain which organizations require this service. Mr. Griffin will then reserve \$5,000 in the FY 2002 SC HQ IM budget for each required homepage redesign.

Decision: The IM Board meets the last Thursday of each month. This may need to change to enable all members to attend. To when?

This decision was cancelled. All members are able to attend on the last Thursday of each month.

IMSC Review (Rasar)

Kimberly Rasar provided a status of the IMSC Review project. The review is expected to occur on October 23 to 25. Ms. Rasar said she will provide a detailed briefing to Bill Valdez, Dr. Willis, and Milton Johnson within a week, and will provide planning materials to the rest of the IM Board via e-mail for review and concurrence. Ms. Rasar will assume concurrence from Board members unless she hears otherwise.

Ms. Rasar also reported that she has five reviewers so far, which is short of the 10-15 she hopes to have. She said she could obtain reviewers from private industry if she could provide honoraria. Board members suggested that this could be facilitated through ORISE provided that funds could be obtained.

Action Items

- ?? Identify need for homepage page redesign support among SC HQ program offices via e-mail. (Griffin)
- ?? Provide the IM Board with FY01 SC HQ IM costs using the FY02 SC HQ IM budget plan table format. (Griffin)